



Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

Office of Detention Facilities

December 12, 2017

Chief James Beggs
Clintonville Police Department
50 A 10th Street
Clintonville, WI 54929

RE: 2017 Clintonville Police Department Municipal Lockup Annual Inspection

Dear Chief Beggs:

On November 14, 2017, the annual inspection of the Clintonville Police Department Municipal Lockup was completed pursuant to Wisconsin State Statute 301.37(3). The inspection compared the facility and its operation to applicable state statutes and Department of Corrections' Administrative Code Chapter 349. This report summarizes my findings, including changes made since the last inspection, an overall summary of facility operations, and any statute or administrative code violations.

Summary of Lockup Operations

- The lock-up facility had been used 5 times so far in 2017 for adults.
- The two-cell detention area was inspected and found to be in very good condition. All doors and locks were found to be in good working order. The facility was neat and orderly. It remains evident that staff take pride in the professional appearance of the facility.

Violations

349.10(4) Fire Inspections- every six months is required. The last fire inspection on record was 6/22/2016.

Recommendations

- Fire Inspections- Reminder for coordination with Fire Department to continue to complete fire inspections of the facility in order to maintain code compliance.

Please extend my gratitude to Captain Dennis Schroeder for his assistance and accommodation provided to me during the inspection process. Captain Schroeder has made some improvements with regard to form updates and will be working to ensure any violations are corrected.

If you have questions or concerns regarding the inspection or I can be of any service to you or your staff please feel free to contact me.

The Clintonville Police Department Municipal Lockup is approved by the Department of Corrections for short-term adult detention. This facility is not approved for the detention of Juveniles. The maximum capacity of each of the two cells is one (1) (confirmed during the inspection process). This approval is contingent on correction of the violation cited above and continuing compliance with all applicable Wisconsin State statutes and administrative codes.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Thelen".

Nancy Thelen
WI DOC
Office of Detention Facilities

cc: Dennis Schroeder, Captain
Kristi Dietz, Director – ODF
Regional file

DEPARTMENT OF CORRECTIONS
OFFICE OF DETENTION FACILITIES
MUNICIPAL LOCKUP INSPECTION SUMMARY

Date: 11/14/2017

DOC Approved Capacity: 2

Name of Facility: Clintonville Police Department Municipal Lock-up

Name of Official in Charge: Chief James Beggs

Additional Contact Person: Captain Dennis Schroeder

DOC REQUIREMENTS

DOC 349.07 Physical Environment

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(2)(3)	Single Occupancy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(4)	Bed/Toilet/Water Supply
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.07(5)	Windows/Detention Screens
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(6)(7)	Security Door at Entrance with Detention-strength Locking Device and Security Glass Observation Opening
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(8)	Exterior Lighting

Remarks: Facility was newly constructed and approved in 2013. No windows in cell.

DOC 349.08 Sanitation and Hygiene

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(a)	Towels and Soap – <i>supplies</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(b)	Hygiene Items – <i>supplies</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(c)	Jail Clothing/Footwear – <i>supplies</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(d)	Blankets/Laundrying – <i>supplies</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(e)	Mattresses – Waterproof and Fire Retardant
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(2)	Cell/Holding Room Sanitation – <i>cleaned after each use</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(3)(4) & HFS 190 349.09(6)	Food Preparation/Service – <i>documentation of meals</i>

Remarks: Hygiene items and blankets are available. Janitorial Staff clean the cell after each use. If meals are needed they are obtained from a local restaurant and documented on dispatch log and jail log.

DOC 349.09, 349.17 and 349.19 Inmate Screening and Health Care

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(1) 349.17(1)	Admission Screening for Physical and Mental Health Problems
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(1)	Medical Care Provided – <i>documentation when provided</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(2)	Emergency Dental Care Provided - <i>documentation when provided</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(3) 349.19(4)	Control and Administration of Medications
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(3) 349.19(5)	Record of Drugs Administered - <i>documentation when provided</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.09(4) 349.19(2)	Storage of Drugs – <i>secure area not accessible to inmates</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.09(5)	Notification of Next of Kin Upon Death of Inmate

Remarks: Officers are completing medical and mental health screenings. Medical, mental health, dental and medication needs are identified and then transferred to either medical facility or county jail based on the information gathered. Review of intake forms is completed.

DOC 349.10 Fire Safety

Met	Not Met	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.10(1)	Fire Protection Equipment to Include Fire Extinguishers, Fire Alarms, Smoke and Thermal Detectors and SCBAs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.10(2)	Written Policies on Fire Protection and Evacuation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.10(3)	Posted Evacuation Route
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	349.10(4)	Document Local Fire Inspection Every Six Months

Remarks: Variance was previously granted with regard to SCBA's due to co-located fire department. Fire Department inspection of lock-up was completed 6/22/16 with no violation. There have been no subsequent inspections completed. Lock Up Coordinator advised an inspection is being scheduled. Evacuation routes are posted.

DOC 349.11 Records and Reporting

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.11(1)	Register of Inmates – <i>review</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.11(2)	Lockup Log – <i>review</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.11(3)	Records in a Secure Place
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(1)	48-hour Notification of an Inmate Death
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(2)	48-hour Notification of Attempted Suicide
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(3)	48-hour Notification of Inmate Injury and Hospitalization
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(4)	48-hour Notification of an Inmate Escape or Attempted Escape
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(5)	48-hour Notification of Damage to Lockup Affecting Safety or Security
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.11(4)(a)(5)(b)	Information Requested by Division Shall be Promptly Furnished

Remarks: N/A indicates no event occurred which required 48-hour notification to ODF

DOC 349.12 Security

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(1)	Physical inspection of all areas every 60 minutes and recorded in log
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.12(1)	Physical inspection of inmate identified as having special problems such as mental disturbances, suicidal tendency, severe alcohol or drug withdrawal every 15 minutes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(2)	Three complete sets of lockup and fire keys
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(3)(4)	All lockup personnel shall be familiar with the lockup system and the lockup facility in event of fire or other emergency. Staff shall be knowledgeable about the storage of lockup and fire escape keys.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(5)	Monthly inspection of cell and fire escapes locks and doors to be recorded in the lockup log.

Remarks: Inmates detained at lock-up are physically identified [REDACTED] minutes by policy. Inmates identified with special needs are not held in lock-up, but are transported to facility or county jail. [REDACTED].

Wisconsin State Statute Chapter 302 - Prisons; State, County and Municipal

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.37(1)(b)	The keeper of a lockup facility shall keep it in a clean and healthful condition and shall serve each prisoner with clean water, towels and food.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.37(3)(b)	Keeper of a lockup facility shall furnish toilet facilities, light and heat
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.41	At least one person of the same sex shall be on duty to supervise that inmate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.42	There shall be an attendant present at every jail while there is a prisoner in custody
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.365	There shall be a Policy and Procedure manual in effect and DOC approved
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.38	Medical Care

Remarks: Lock-up was clean. Sanitary supplies, water, towels & food are supplied when needed. Dispatch personnel are at the facility 24/7. Medical care inmates are transferred to appropriate facility or county jail.

ADDITIONAL INFORMATION

P&P manual previously approved by this office- no substantitave changes have been made.

Nancy Thelen
Detention Facilities Specialist
WI DOC

cc: Captain Dennis Schroeder
Kristi Dietz, Director – ODF
Regional File